



EMPLOYMENT RESOURCES

This information is collated by members of the Eastern Panhandle Health and Human Services Self-Sufficiency Workgroup.
Updates may be made anytime by emailing changes to director@frnotp.org

PRIVATE NON PROFIT AND PUBLIC AGENCIES/ORGANIZATIONS

Sponsoring Agency/ Organization/ Website	Name of Program Service	Description of prog service	Eligibility Requirements	How to Refer/Access Ser Program	Contact Person: Name, Phone, Email	Associated Costs
Horizon Goodwill Industries www.horizongoodwill.org	Work Experience (WEX is a 60 day paid	All participants must: --Present documentation, with pl --Attend open enrollment class o --Attend intake appointment --Attend orientation and have cu	Go to open enrollment ar	April Scott 304-267-3177, Ext. 105	No cost to participants
Horizon Goodwill Industries www.horizongoodwill.org	Job Development	Job Services includir --are chronically une --have limited educa --have a criminal ba --are of an advanced --have no work expe	Any person may use services but --Attend open enrollment class o --Complete application	Go to open enrollment ar	April Scott, 304-267-3177, Ext. 107	No cost to participants
Martinsburg-Berkeley Coun www.martinsburg.lib.wv.us	Computers availabl	Job searches, and er applications.	Photo ID, and have no fines at th	Reference Librarian	Keith Hammersla, 304- Keith.hammersla@mar	Free as long as no fines are due. Printing of any material is .10 a page.
Martinsburg/ Berkeley County Public Library www.martinsburg.lib.wv.us	Databases: Learning Express/ online classrooms	Online resources that can upgrade/ or teach job seekers skill sets. Information , writing programs, free prep tests, and business development	Library card without fines, or be paying on a previous fine	Reference Librarian	Keith Hammersla, 304-267-8933 Keith.hammersla@m artin.lib.wv.us	Free as long as no fines are due.

<p>West Virginia Department of Education/Adult Basic Education</p>	<p>SPOKES (Strategic Planning in Occupational Knowledge for Employment and Success</p>	<p>Eight weeks of daily classes that provide assessment and daily classes that focus on job readiness, work process skills, technology, Work related academics and vocational training in customer service. SPOKES participants have access to a job coach.</p>	<p>Participants must be enrolled in WV Works and must have an identified need for instruction and/or enhancement in one or more of the module areas that prevents them from getting employment or advancing in a job.</p>	<p>Direct client to go to the local office to apply for WV Works. Clients may also apply on line at: http://www.wvinroads.org</p>	<p>Berkeley County 304-267-0100 Jefferson County 304-728-0529 Morgan County 304-258-1350</p>	<p>No cost to participants.</p>
<p>Morgan County Starting Points Family Resource Center www.starting-points.org</p>	<p>Job Skills</p>	<p>One-on-One assistance with resume writing, available computers to apply online for jobs, interview skills, professional comportment</p>	<p>Must be a Morgan County Resident</p>	<p>Contact agency and set up an appointment with Hannah</p>	<p>Hannah Stewart 304-258-5600 programcoord@starting-points.org</p>	<p>No cost to participants from agency, client will have to take on cost of travel.</p>
<p>Potomac Highlands Support Services (PHSS)</p>	<p>Senior Community Services Employment Program (SCSEP)</p>	<p>Client is placed in a subsidized training site and paid minimum wage while SCSEP helps them find employment.</p>	<p>Age 55+ Income guidelines. 4 year limit</p>	<p>Call to make an appointment.</p>	<p>Susan Hayes 304-263-9013 shays@regioneight.org</p>	<p>No cost to participants.</p>
<p>Telamon www.telamon.org</p>	<p>National Farm Worker Jobs Program</p>	<p>Assists seasonal and migrant farm workers in obtaining career training and or education to prepare them to obtain full-time occupation with benefits. Telamon normally pays for</p>	<p>Participants must --be US citizens or eligible to work in the United States --have completed eligible farm work during any consecutive 12 month period during the most recent 24 months. Total amount of farm work earnings must be at least 50% of the total income for the period OR 50% of total work</p>	<p>Call Telamon for an appointment.</p>	<p>Juan Rosa Sanchez, 304-263-0916 ext. 5116 jrosasanchez@telamon.org</p>	<p>No financial cost to participants.</p>

		the training but we do not actually provide the training.	time must be in farm work. Total family income must not exceed the federal poverty income guidelines.			
<p>WV Department of Health and Human Services (DHHR) http://www.dhhr.wv.gov</p>	<p>WV WORKS</p>	<p>The West Virginia Temporary Assistance to Needy Family Program (TANF) is called WV WORKS. This program is a time-limited cash assistance program for families with minor children. Participants must meet goals and tasks to maintain eligibility. Receipt of cash assistance is limited to 60 months per household. Parents must participate in a work activity a specified number of hours each week. The household may be sanctioned for not meeting these work requirements and the check may be reduced or stopped. The goal of WV WORKS is to assist economically dependent at-risk</p>	<p>Based on income, assets, and a blood related (adopted child) child under the age of 18. (Policy subject to change.)</p>	<p>Direct client to go to the local office to apply for WV Works. Clients may also apply on line at: http://www.wvinroads.org</p>	<p>Berkeley County (304)267-0100 Jefferson (304)724-2600 Morgan (304)258-1350</p>	<p>No cost to participants.</p>

		<p>families to move to self-sufficiency within the five-year period by helping the parents gain additional skills, training, work experience or education to make them more marketable within the workforce.</p>				
<p>West Virginia Department of Rehabilitative Services http://www.wvdrs.org</p>	<p>VOCATIONAL REHABILITATION: work-related counseling and guidance; evaluation services which may include vocational, medical, psychological or educational evaluations; information and referral services; accessibility and worksite evaluations and accommodations; assistive technology restoration services which may include treatment of medical or psychological conditions; orthotic and prosthetic devices; or</p>	<p>The West Virginia Division of Rehabilitation Services (DRS) helps people with disabilities establish and reach their vocational goals. The primary goal for all DRS clients is to become productive working citizens.</p>	<p>Eligible recipient: 1)Must have a physical or mental condition that interferes with their ability to get or keep a job, 2)Will benefit from services in terms of an employment outcome, and 3)Need vocational rehabilitation services to get or keep a job. Eligibility is determined in an initial interview between the rehabilitation counselor and the person desiring DRV assistance. A friend or family member may accompany the person. People should be prepared to discuss their career plans and services they feel they need. People are encouraged to bring any medical or psychological reports from prior helping organizations as well as a resume of their work history and experience.</p>	<p>Call Martinsburg District office for appointment.</p>	<p>304-267-0005 or 304-267-0009 or apply on website.</p>	<p>No cost to participants.</p>

	<p>physical, occupational, speech, or hearing therapy; vocational training may include vocational school, college, technical or business school or on-the-job or supported employment training; employment services may include resumé writing and interview skills development, job search and placement.</p>					
<p>West Virginia Department of Rehabilitative Services http://www.wvdrs.org</p>	<p>Disability Determination</p>	<p>The Disability Determination Section processes Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) applications for the Social Security Administration. Case services for West Virginia are managed at offices in Charleston and Clarksburg.</p>	<p>To qualify for Social Security disability benefits, a person have worked in jobs covered by Social Security; have a medical condition that meets Social Security's definition of disability. In general, Social Security pays monthly cash benefits to people who are unable to work for a year or more because of a disability. Additional information may be found at: http://www.ssa.gov/dibplan/dqualify.htm http://www.ssdrc.com/disabilityquestions4-5.html</p>	<p>Whether filing for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), the process always begins by contacting the Social Security Administration in one of these ways: apply online at ssa.gov; call 1800-772-1213 (TTY 1-800-325-0778); or visit the local Social Security Office: 14 Compass Pt. Martinsburg, WV 25404.</p>	<p>1-866-416-1919</p>	<p>No cost to participants.</p>

<p>West Virginia's Promise- The Alliance for Youth (WVP-TAY) www.fivepromises.wv.gov</p>	<p>WVP-TAY places interested and qualified individuals in AmeriCorps/VISTA positions</p>	<p>VISTA members are placed throughout the state to identify, enhance and increase community awareness to mobilize communities to provide all Five Promises to children and youth and to sustain programs by increasing funding to support program development.</p>	<p>18 years old US Citizen High school diploma/GED</p>	<p>To apply to go to www.fivepromises.wv.org</p>	<p>Pam Dugan 304-661-1460 pdugan@frontiernet.net for Berkeley, Jefferson or Morgan Counties.</p>	<p>N/A</p>
<p>WorkForce WV www.workforcewv.org</p>	<p>Dislocated Workers Services</p>	<p>Provide on-site assistance to workers & employers who experience mass dislocations through rapid response services, administration of Trade Adjustment Assistance training program, assistance with Work Opportunity Tax credits for hiring employees from target populations</p>	<p>Visit Website: www.workforcewv.org Click on Job Seeker Tab OR www.dol.gov</p>	<p>Visit Website: www.workforcewv.org Call Martinsburg WorkForce WV Office: 304-267-0065 OR Call WV Dislocated Worker Unit at: 304-558-8414 OR 1-877-967-5498</p>	<p>Martinsburg WorkForce WV Office: 304-267-0065 OR WV Dislocated Worker Unit: 112 California Ave Charleston, WV 25305 Martha Craig-Hincham 304-558-8414 OR 1-877-967-5498</p>	<p>N/A</p>
<p>WorkForce WV www.workforcewv.org</p>	<p>Job Seekers</p>	<p>Referrals to job opportunities, career counseling, resume services, training/education resources and funding.</p>	<p>Open to all</p>	<p>Must register at: www.workforcewv.org Click Job Seeker Tab Click Enroll Click Enroll Now "Go"</p>	<p>Jefferson, Berkeley, and Morgan Counties Martinsburg WorkForce 304-267-0065, ask to Speak to a Job Service Interviewer</p>	<p>N/A</p>

<p>WorkForce WV www.workforcewv.org</p>	<p>Unemployment Compensation</p>	<p>Administer benefits to claimants and employer contributions to the program.</p>	<p>Visit Website: www.workforcewv.org Click Unemployment Tab OR Call Martinsburg WorkForce Office 304-267-0065 and ask to speak to an Unemployment Interviewer</p>	<p>Visit Website: www.workforcewv.org Click Unemployment Tab OR Call Martinsburg WorkForce Office 304-267-0065 and ask to speak to an Unemployment Interviewer</p>	<p>Unemployment Interviewer Martinsburg WorkForce WV Office: 304-267-0065</p>	<p>N/A</p>
<p>WorkForce WV www.workforcewv.org</p>	<p>Veteran Services</p>	<p>Referral to jobs and job training programs; counseling, testing and job development assistance; Eligibility determination for tax credit programs; Assistance in filing complaints related to Federal contractors regarding affirmative action for qualified veterans, Federal agency hiring practices related to veteran preference; Uniformed Service Employment and Re-employment Rights Act (USERRA), including rights of national guard and reserve members.</p>	<p>Visit Website: www.workforcewv.org Click Veteran Tab OR Call Martinsburg WorkForce Office 304-267-0065 and ask to speak to a Job Service Interviewer</p>	<p>Visit Website: www.workforcewv.org Click Veteran Tab OR Call Martinsburg WorkForce Office 304-267-0065 and ask to speak to a Job Service Interviewer</p>	<p>Job Service Interviewer Martinsburg WorkForce WV Office: 304-267-0065</p>	<p>N/A</p>

EMPLOYMENT SUPPORT PROGRAMS

Sponsoring Agency/ Organization/ Website	Name of Program/ Service	Description of program/ service	Eligibility Requirements	How to Refer/ Access Service/ Program	Contact Person: Name, Phone, Email	Associated Costs?
Martinsburg/ Berkeley County Public Library www.martinsburg.lib.wv.us	Computers available	For applying for services, employment or to do job searches.	Any person may use the public libraries in any WV county.	Go to any public library		There are no costs to users.
WV DHHR http://www.dhhr.wv.gov	Work Clothing	Work boots, uniforms, etc are provided to people who are starting new jobs.	Must be receiving TANF benefits.	Direct client to go to the local office to apply for WV Works. Clients may also apply on line at: www.wvinroads.org		No cost to participants.
Church Without Walls www.churchwithoutwallsministries.vpweb.com	Clothing "Wear" House	Clothing closet of items appropriate for job interviews for men and women.	Any person in need	Go to Church without Walls at 122 W. Martin Street, Martinsburg , open Tuesdays and Thursdays - 10 am - 1 pm	Janis Wright 304-260-9509 cwwmcommunityoutreach@gmail.com	No cost to participants.